



NORTH CAROLINA AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



POSITION AND DUTY MOS: Readiness and Emergency Management Program Specialist 3E9X1 D2152000 PSN #: 004217801L	RANK/GRADE: SMSgt/E-8	<input checked="" type="checkbox"/> NATIONWIDE <input type="checkbox"/> NCANG MEMBERS ONLY	ANNOUNCEMENT #: ANG-AGR 2013-014
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UNIT, LOCATION, POC:

145 CES, Charlotte, NC

POC: Lt Col Gregory J. Walters gregory.walters@ang.af.mil

704.391.4340 DSN: 231.4340

OPENS: 16 December 2013

CLOSES: 21 January 2014

POSITION DESCRIPTION: Manages the Installation EM Program including First Responder capability and working under high stress when involved in emergency operations. Plans, schedules, and conducts projects and studies to analyze, evaluate and recommend ways to improve the effectiveness and efficiency of the Installation EM program. Serves as the Installation EM focal point and subject matter expert to Senior Leadership (SL). Develops and coordinates plans within broad based guidelines. Researches, analyzes the threat assessment, formulates, coordinates new or modified work methods/written policies to implement R&EM programs to meet specific requirements of the organization. Qualitative and quantitative analytical techniques are frequently utilized in the accomplishment of projects and resolution of problems not always susceptible to direct observation and analysis. Develops supporting annexes and local supplements to higher headquarters plans and directives. Plans, develops, and coordinates policies and procedures for disaster relief and humanitarian response efforts. Establishes manages, develops, and coordinates the Emergency Operations Center (EOC) and serves as the EOC Manager. Creates a Common Operating Picture to provide situational awareness and decision support data for all incidents. Maintains active liaison with appropriate installation, local, state, and regional civil emergency management agencies and major command. Interprets, determines applicability, and ensures compliance with higher headquarters directives. Due to the dynamic world situation, the incumbent must deal with issues differing from those of the past, where precedence could be found for actions relating to readiness and emergency management issues. Promulgates operating instructions, checklists, and procedures for specialized teams, the EOC, and contingency operations. Monitors and reviews plans to ensure disaster preparedness and emergency management program requirements are met installation wide and analyzes the effectiveness of these plans. Serves as advisor to the Emergency Management Working Group. Participates in conferences and seminars as the readiness representative for the commander. Serves as the commander's liaison with governmental agencies for emergency, mutual support and civil defense purposes through use of Mutual Aid Agreements (MOA), and Memorandums of Understanding (MOU). This involves direct executive level contact with civil authorities such as municipal agency directors (i.e., public works, law enforcement, health and human services, etc), hospital directors, State Emergency Management Agency (SEMA) directors, NIMS state and local director/commissioners, and coordination and integration with LEPC (local emergency planning committee) members, and Municipal Fire Chiefs/Emergency Responders. Coordinates with higher headquarters to keep abreast of changes and revisions to plans and directives. Provides coordination with State Headquarters in support of state emergency operations. Reviews host/tenant and mutual support agreements. Contingency/Mobility/War Planning: Prepares and maintains wartime and contingency response and mobility plans and continually evaluates the plans to improve them. Receives and evaluates notification of contingencies or disasters and responds accordingly. When directed, assembles personnel and activates specialized teams. Budgets for, and procures CBRN response equipment and monitors/coordinates recovery actions. Serves as a member of the Disaster Response Force (ORF), technical advisor to the commander regarding Chemical, Biological, Radiological, and Nuclear (CBRN) defense operations, disaster relief operations, and major accident response/recovery. Supervises the activities of the CBRN Control Center. Ensures CBRN hazard plotting and prediction is accomplished as necessary. Acts as the program manager for the integration of support elements to ensure the units continued ability to survive and operate. Serves as the principle advisor to EOC Director during an emergency response operation. Manages, monitors, analyzes, and evaluates the CWD, Ability to Survive to Operate (ATSO), CBRN, and ORF training programs. Establishes and monitors requirements and procedures for contamination control. Works with the CBRN Control Center and bioenvironmental engineer in interpreting hazards to personnel. Coordinates and monitors exposure control procedures. Evaluates plotted contamination levels

and coordinates with medical personnel to identify contamination areas and establish safety procedures. Conducts assessments to ensure unsafe areas are marked according to procedures. Documents findings and reports to proper authority. Evaluates the survivability and emergency preparedness of installation personnel to include tenant units or other organizations. Provides direction in the development of training plans and ensures they are developed and implemented for all Installation EM programs for units serviced. Establishes metrics to quantify readiness and emergency management training objectives. Manages automated contingency management software training (i.e. JWARN, JEM, PEAC, Cobra). Provides technical advice as required to assist units in conducting CBRN qualification training. Coordinates and trains units on passive defense measures. Conducts annual all hazards vulnerability assessments in accordance with anti-terrorism and force protection guidance. Provides advice on potential threats and hazards as a member of the installation threat working group. Program Analysis training: Manages and conducts unit Emergency Management staff assistance visits. Manages and conducts readiness and emergency management program self-inspections. Reviews requirements; identifies deficiencies; performs trend analysis; develops recommendations; prepares reports; conducts briefings; and performs follow-up actions. Manages, and is solely responsible for, the program to train the base populace to survive and operate in a CBRN environment. Develops, trains, and equips specialized teams for CBRN response. Reviews, analyzes, and interprets data received from specialized teams and systems that indicate hazard areas. Advises the CE and installation commander of recommended protective measures. Ensures requirements and safety precautions are met during specialized team operations. Technical advisor to panels/committees/plans: Serves as the technical advisor to the wing/unit Exercise Evaluation Team Chief and members. Coordinates exercise plans. Acts as coordinator and evaluator for Emergency Management exercises. Ensures contingency plans are properly executed and validated. Identifies deficiencies and conducts analysis. Recommends appropriate corrective actions. Serves as the advisor to the Emergency Management Working Group. Conducts meetings and serves as advisor in the development of guidance to ensure an integrated emergency management program. Coordinates with unit organizations to develop plans and procedures to enhance the installation's ability to survive and operate in a wartime environment. Serves as the manager for the (HAZMAT) Emergency planning team. Coordinates planning and response actions required to comply with the Emergency Planning and Community Right-to-Know Act of 1986 and Executive Order 12856. Integrates HAZMAT actions into existing plans and the automated contingency management system. Resource Management: Provides financial analysis and planning for R&EM resource requirements. Identifies contingency and operability needs for manning, facilities, and equipment at home station and deployed locations. Advises units on the quantity and type of CBRN detection and protection equipment required to support emergency response operations. Provides annual munitions forecasting to support the installation exercise evaluation program as directed by Major Command (MAJCOM). Compiles and updates status of Readiness and Emergency Management personnel, training, and equipment for input into the CE Status of Resources and Training System (SORTS). Identifies shortfalls and recommends corrective actions. Provides input to the Aerospace Expeditionary Forces (AEF) Unit Type Code (UTC) Status Reporting Tool (ART). Prepares and submits higher headquarters directed reports. These include: Interagency Combating WMD Database of Responsibilities, Authorities, and Capabilities (INDRAC), after action, and lessons learned. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS: Must meet the physical qualifications outlined in AFI 48-123, as appropriate. Must comply with the military duty eligibility requirements IAW ANGI 36-101. Knowledge is mandatory of the characteristics and effects of peacetime WMD and wartime conventional and CBRN weapons; detection and identification of CBRN contamination; threat analysis; passive defense measures; principles of contamination control; related technical information, policies, procedures, techniques, and equipment; and EM and contingency planning, training, operations, equipment supply procedures, directives, and policies. See attachment 4 for additional entry requirements. For entry, award, and retention of these AFSCs: Ability to speak distinctly. Normal color vision as defined in AFI 48-123, *Medical Examinations and Standards*. For AFSCs 3E911/31/51, must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, *Vehicle Operations*. For AFSCs 3E911/31/51, qualification to operate government motor vehicles and vehicular equipment for "Maintenance Purposes Only" according to AFI 24-301. AFSCs 3E911/31/51/71, no record of claustrophobia or claustrophobic tendencies. For award and retention of these AFSCs, must maintain an Air Force Network License according to AFI 33-115, Vol 2, *Licensing Network Users and Certifying Network Professionals*. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSCs 3E9XX, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*. **NOTE:** Award of the 3-skill level without a completed NACLC is authorized provided an interim Secret security clearance has been granted according to AFI 31-501.

NOTE: Military Grade Inversion: The military structure is preeminent over the full-time structure and military grade inversion within the full-time work force is not permitted. The military grade of the supervisor must equal or exceed the military grade of personnel supervised.

Application Packages must include the following:

- (1) NGB Form 34-1
- (2) A copy of your current (last 12 months) "passing" Physical Training Assessment Sheet. Must have a passing PT Assessment before starting tour.
- (3) Current Report of Individual Person (RIP) (all pages) (Obtain from vMPF)
- (4) ASVAB Scores and PULHES: Must comply with ASVAB and PULHES criteria as listed in AFECD.
- (5) Dental Classification: 1 or 2 (Obtain SF 603A from 145 MDG)
- (6) Must have adjudicated Security Clearance before starting tour.
- (7) Submit as one attachment.

PLEASE READ DISCLAIMER: You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications will be considered "Not Qualified" because of lack of information. HRO is not responsible for incomplete packets. Applications and associated documents will not be returned nor considered for future vacancy announcements. Do not submit original documents.

EMAIL APPLICATIONS TO: 145fss.fulltimejobapplications@ang.af.mil Applications must be received not later than 1600 hours (EST) on the closing date of the announcement. Applications received after the closing date/time will not be accepted. Applications must not be mailed using government-supplied envelopes or postage.

THE NORTH CAROLINA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation.